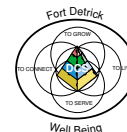




# EMPLOYMENT AND TRANSITION CALENDAR OF ACTIVITIES

January, February, and March 2004



All classes are held in the Community Support Center, Building 1520. All services require prior appointments and registration. All services are available to Army, Navy, Air Force, and Marines. Point of contact to register is Carol Garrard, 301-619-4524.

## I. TRANSITION SERVICES (ACAP) for Military Separating Within One Year

### Career Assessment

8, 15, 22, 29, January 5, 12, 19, 26 February 4, 11, 18, 25 March  
0900-1600 Thursdays 1 hour appointments Room 128

Professional guidance in assessing job skills, interest values, and personality types. May be administered electronically and used as a tool in career decision making and identifying suitable job matches. For military personnel, civilians, and family members.

### Preseparation Briefing and Job Search Workshop (Mandatory)

14-16 January 18-20 February 17-19 March  
0800-1600 3<sup>rd</sup> Wednesday, Thursday and Friday

For separating military personnel, civilians, and family members. Includes completion of mandatory Preseparation Counseling Checklist, DD Form 2648; scheduling appointments for applicable transition services, administering intake for Individual Transition Planning, intensive training in job searching skills and facing issues of transition and career assessments. Includes mock interviews, resume writing, networking, salary negotiations, and the electronic job search.

### Pre retirement Briefing and Executive Career Transition Seminars for Seniors (Mandatory)

18-20 February  
0830-1500 Three times a year

Exit briefings on benefits and entitlements from various subject matter experts and referral sources.

### Veterans Administration (VA) Consultation - Registration required. For registration call 301-619-3257.

For separating military and retirees. Individualized counseling and guidance in obtaining benefits and administration of application process for loans and entitlements.

### Job Fair

27 January 24 February 30 March  
Maryland Job Service, 5340 Spectrum Drive, Frederick, Maryland  
1000-1400



## II. Employment Assistance for Family Members, Military, and Civilians

### Career/Job Search Counseling

6, 13, 20, 27 January 3, 10, 17, 24 February 2, 9, 16, 23, 30 March  
0900-1600 Tuesdays 1 hour appointments

For military personnel and family members needing individualized professional assistance in developing job search skills and career assessment for pursuit of suitable careers; dealing with barriers to employment, effects of career change, relocating and transition issues, or unexpected loss of job.

### Resume Workshop

This course includes: Targeting your resume, choosing the best format, how to write each section of the resume (the career summary, job descriptions, accomplishments, education and training), preparing electronic resumes, resume composition rules, cover letters, and reference page. This course is for both those who have never written a resume and those who have and want to ensure they are using all the latest techniques.

### Effective Job Interviewing

For spouse and family members only. This class will help the job seeker anticipate what interviewers are looking for and to plan ahead and avoid common mistakes in the interview process. Video recorded mock interview may be requested.

## III. Commercial Activities (CA) Studies Training Support for Federal Employees

### Federal Job Application

6 February  
0800 - 1600 Friday

Provides seven hours of training on how to prepare a Resumix, SF 171, OF 612, and other on-line process. Enables a participant to complete federal application process. Includes basic guidelines in resume preparation, review and edit drafts, and provide individualized coaching.

### CA Studies Transition Workshop - Resumix Preparation

This class is intended to assist participants prepare their resume for electronic submission to most government jobs. Class size is limited to four people and they are asked to bring the disk with their OF 612 on it, if they have one. One-on-one counseling can also be arranged. Call 301-619-6636 for class schedule.

### Civilian Career Counseling and OF 612 Assistance

Provides individual assistance to civilian employees on dealing with job transitions and professional guidance on career growth and enhancement. By appointment only.



On-line Registration is Preferred at [www.detrick.army.mil](http://www.detrick.army.mil).

Select "Services", Click on "Employment and Transition",

Register On-line. We will confirm registration and appointments within two working days.